

22 December 1953

MEMORANDUM FOR: Comptroller

SUBJECT : Preparation of Reports on Motor Vehicles as Requested
by General Services Administration

1. Attached is the original and one copy of a letter from General Services Administration dated 18 December 1953 together with enclosures. This letter requests supplementary information together with certain tabulations concerning the progress of the Agency in effecting the reduction in cars reported in the Agency's report to the Bureau of the Budget dated 30 September 1953.

2. Please prepare this report for the A-DD/A signature and have the completed report in this Office prior to 15 January 1954. In regard to the report due 20 July 1954, this should be handled in the same manner and prepared so that it can be in this Office on or before 15 July 1954. I have requested the Logistics Office to assist you in every possible way in the preparation of the report.

LAWRENCE R. HOUSTON
Acting Deputy Director
(Administration)

Attachment

SA/DD/A:WHM:dh (22 Dec 1953)

Distribution:

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